

Replaces DDES Memo 2005-09

To: Listserv

For: Area Administrators/Assistant Area Administrators
Bureau Directors/Section Chiefs
County Departments of Community Programs Directors
County Departments of Developmental Disabilities
Services Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
County Mental Health Coordinators
Tribal Chairpersons/Human Services Facilitators

From: Sinikka Santala, Administrator
Division of Disability and Elder Services

Sinikka Santala /PP

Background

The Division of Disability and Elder Services (DDES) is annually awarded a Mental Health Block Grant (MHBG) (CFDA# 93.958) from the federal Center for Mental Health Services within the Substance Abuse and Mental Health Services Administration. DDES, as required by State statutes 20.435(7)(o) and 46.40(2m)(b), obligates up to \$2,513,400 of the MHBG to all counties within the state through a Community Aids Formula Allocation. The formula allocation is based on each county's population, Medicaid caseload, and per capita income. This memo describes the county reporting requirements for the 2005 Community Aids Formula Allocation and the county expenditure requirements for the upcoming 2007 Community Aids Formula Allocation.

Community Aids Formula Allocation Reporting for 2005

The MHBG award carries reporting requirements on how the funding is spent. As a result, DDES requires counties to report on how much of their formula allocation was spent and for what purposes. The requirements for spending the 2005 MHBG funds were described in DDES Memo 2004-10. Counties' deadline for reporting expenditures and outcomes for the 2005 Community Aids Formula Allocation is **September 1, 2006**. Use the **County Reporting Form in Attachment 1** to record county expenditures in the eight allowable expenditure categories and record the associated outcomes for those expenditures on page 2 of the form. Return copies of the County Reporting Form to your Area Administrator and the Bureau of Mental Health and Substance Abuse Services (BMHSAS) as specified at the end of the form.

Community Aids Formula Allocation Expenditures for 2006

DDES received a reduction of \$102,990 in 2006 from its original \$6,814,203 award amount. The revised award amount is \$6,711,213. However, the Community Aids Formula Allocation to counties was unaffected by the reduction. Counties' allocations for CY 2006 must be spent by December 31, 2006 and the associated expenditure reports are due to the Community Aids Reporting System (CARS) within 90 days of the expenditure deadline. Please check your current expenditure level to ensure your county is on track to spend its formula allocation by December 31, 2006. If you have questions, call the Central Office Contact person listed at the end of this memo.

DOCUMENT SUMMARY

This memo outlines the reporting requirements for the Mental Health Block Grant for CY 2005 and expenditure requirements for the use of CY 2007 MHBG funds. Counties are required to comply with the HSRs reporting requirements including the Consumer Status Data Set. A DHFS priority is to serve persons with a serious mental illness whom are homeless. Return the **County Reporting Form** no later than **September 1, 2006**. **Reports are form fillable**. You should disregard any previous DDES memos relating to the Mental Health Block Grant reporting requirements.

Community Aids Formula Allocation Amounts for 2007

DDES will receive a projected \$6,711,213 in 2007 MHBG funds from the Center for Mental Health Services (CMHS). Of the projected \$6,711,213 in 2007 MHBG funds, \$2,513,400 will again be allocated to county programs using the Community Aids Formula. **Attachment 2** lists the projected formula allocation for each county Department of Community Programs/Human Services for Calendar Year (CY) 2007.

The federal and state requirements associated with the expenditure of the MHBG Community Aids Formula Allocation funds are described in detail in **Attachment 3**. Some of these requirements include:

- Funds must be used for activities associated with community mental health services,
- Funds must be used for services to adults with serious mental illness (SMI) or children with severe emotional disorders (SED)
- The Bureau of Mental Health and Substance Abuse Services (BMHSAS) has identified eight program areas to which counties can apply these funds including Community Support Programs (CSP), Supported Housing, Jail Diversion, Crisis Intervention, Family and Consumer Peer Support and Self-Help, Services for Children and Adolescents with SED, Programs for Persons with Mental Illness and Substance Abuse Problems, and Community Mental Health Data Set Development.

In addition to reporting CY 2005 expenditures, counties must use the **County Reporting Form** (Attachment 1) to submit a plan for the expenditure of their CY 2007 Community Aids Formula Allocation by **September 1, 2006**. The plan should follow the requirements described in this memo.

Priority for Serving Individuals Who are Homeless

In CY 2005, a new priority for BMHSAS and DHFS was begun to improve efforts to serve persons with a serious mental illness who are homeless either through immediate action or priority placement on a wait list. Counties are requested to prioritize the reporting of persons who are homeless and have a serious mental illness through the Human Services Reporting System (HSRS). The primary objective of prioritizing persons with a serious mental illness who are homeless is to provide this population with better access to all mainstream mental health services. Mental Health Block Grant funds can be dedicated to **ANY** of the priority program areas to provide mainstream mental health services to persons with a serious mental illness who are homeless. The HSRS data will be used by the BMHSAS to report on services provided to persons who are homeless. All HSRS data must be completed for all consumers with a serious mental illness who are homeless regardless of whether the MHBG is used to fund their services.

Data describing individuals whom are homeless shall be recorded in fields in HSRS as follows:

- Code 80 indicating an individual is homeless should be recorded as a **Client Characteristic** (Field 7), and
- For individuals who meet the BRC criteria for inclusion in the Consumer Status Data Set (CSDS), Code 1 indicating the individual lives on the street or in a shelter should be recorded to describe their **Residential Arrangement** (Field 37).

Every year, the State must report data to the federal Center for Mental Health Services (CMHS) as part of the annual MHBG application. Thus, data collection and reporting remains a priority area for the BMHSAS. Mental health information from the CSDS must be reported through HSRS in a timely manner. All data is critical to the Department of Health and Family Services and county agencies in measuring performance outcomes.

ACTION SUMMARY STATEMENT: This Memo outlines a reporting process with priority areas. Counties are required to report data and to develop performance targets. Please disregard the previous DDES memos relating to MHBG reporting.

Complete and return pages 1-3 of Attachment 1 no later than **September 1, 2006**. The Attachment asks you to:

- Summarize activities, expenditures, and outcomes related to the Mental Health Block Grant Community Aids Formula Allocation in CY 2005;
- Indicate your spending plan for the CY 2007 Community Aids Formula Allocation; and
- Submit one copy to the Area Administrator. Counties **may submit electronically, however one hard copy must be sent or faxed to the Bureau of Mental Health and Substance Abuse Services.**

REGIONAL OFFICE CONTACT: Area Administrators

CENTRAL OFFICE CONTACT: Rebecca Cohen
Bureau of Mental Health and Substance Abuse Services
1 West Wilson Street, Room 434
P.O. Box 7851
Madison, WI 53707-7851
(608) 266-2712
Fax: (608) 266-1533
E-mail: cohenrw@dhfs.state.wi.us

MEMO WEB SITE: http://dhfs.wisconsin.gov/dsl_info

Attachments

- [Attachment 1: County Reporting Form](#)
- [Attachment 2: County Program Allocation Levels](#)
- [Attachment 3: 2007 Mental Health Block Grant Requirements](#)

#memo/DDE/BMHSAS_cmhbg-2006.doc